

COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES AND SUPPLY
805 E. BROAD STREET
P. O. BOX 1199
RICHMOND, VIRGINIA 23218-1199

NOTICE OF CONTRACT AWARD

1. DATE January 3, 2005
2. COMMODITY NAME..... Office Supplies and Toner
3. CONTRACT NUMBER..... 6150402-50
4. CONTRACT PERIOD January 17, 2005 to January 16, 2010
5. SUPERSEDES 6150402-04
6. AUTHORIZED USERS:State Agencies, Institutions of Higher Education, Public Bodies, & Other Entities authorized to use these contracts by the *Code of Virginia*
7. CONTRACTORS' FEIN NUMBER Pages 9 thru 12
8. CONTRACTOR..... Pages 9 thru 12
9. CONTRACTORS' PHONE NUMBER..... Pages 9 thru 12
10. TERMS Net 30 Days
11. DELIVERY.....1 or 2 Days for Stock Standard Office Supply Items and Toner see Page 9 thru 12
12. F.O.B.Destination
13. MINIMUM ORDER.....\$25.00, also see Pages 9 thru 12
14. FOR FURTHER CONTRACT INFORMATION CONTACT: Fran Finch, CPPO, VCO, CPM
 Fran.Finch@dgs.virginia.gov
 Phone: (804) 786-0079
 Fax: (804) 786-5413
15. ADDITIONAL COPIES OF CONTRACTS AND ANY ASSOCIATED CONTRACT CHANGES MAY BE VIEWED AND PRINTED AT THE DPS WEBSITE: www.dgs.state.va.us/dps.
16. NOTICE TO ALL STATE AGENCIES: This contract is the result of a competitive bid program and its use is optional for all State Agencies (unless otherwise indicated in item 6 above) in the purchase of any commodity listed herein. If the commodity or services available under this contract cannot be used by an agency, a request to purchase other goods or services of a similar nature shall be submitted to the appropriate DGS/DPS contract/purchase officer for approval. A complete and factual written justification is necessary to support the request. Refer to Section 13.7a of the Agency Procurement and Surplus Property Manual.
17. **Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

By: _____
Statewide Service Contract Officer

INSTRUCTIONS

1. **ORDERS:** State Agencies and Institution of Higher Education shall submit purchase orders to the Contractor via the Commonwealth of Virginia's electronic procurement system, also know as eVA. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the Contractor. If this contract is authorized for use by localities, Virginia cities, counties, towns and political subdivision they may use this contract by placing orders through eva or by using their standard purchasing order, fax, or phone order system.

Written Purchase Orders Required by the Contractor. When required by the Contractor, state agencies and public bodies will supply written purchase order forms for order under \$5,000.

Verbal & /Facsimile Orders. When a written purchase is not required by the Contractor, public bodies have the authority to place verbal and/or facsimile orders for required values at less than \$5,000

This contract is governed by the General Terms and Conditions of the Commonwealth.

2. The applicable contract number, federal employer identification number (FEI), and item number (for itemized contracts) must be shown on each purchase order and copy, each facsimile transmission or given verbally when telephonic orders are placed.
3. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.
4. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Preprinted forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available from the Division of Purchases and Supply (786-8873).
5. **RENEWALS.** Four (4) one year renewals remain. The decision as to whether to exercise the next renewal option will be made by the contract officer approximately four to six months in advance of the expiration date of the current term.
6. **PRICE ADJUSTMENTS.** During the current term of the contract, price escalation may be allowed every 365 days, if justified. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. The contractor is required to pass on any price reductions immediately. **IMPORTANT!** All price increases must be approved by the contract officer. Contract users will be sent a Notice of Contract Change from this office as official notification of such changes, if approved.
7. **MANDATORY SOURCES AND CONTRACTS:**

Virginia Correctional Enterprises (VCE), Virginia Industries for the Blind (VIB), and Virginia Distribution Center (VDC) are mandatory sources for all State Agencies and Institutions. Before purchasing items from this contract State Agencies and Institutions must either verify that VCE, VIB, or VDC does not manufacture the items needed or must get a release from VCE, VIB, or VDC for items that VCE, VIB, VDC produces or stocks.

State Agencies and Institution are required to purchase from other mandatory contracts. State Agencies and Institutions may purchase from this contract when the anticipated dollar expenditure for an item is below the minimum order amount stated in the mandatory contracts. As an example, COV has a contract for "batteries" with the minimum order amount of \$100.00 below \$100.00 the State Agency or Institution could use this contract to purchase their requirement. See other samples below:

Paper, Fine and Plain Envelopes in Pallets

A variety of paper products and envelopes is offered through mandatory state contracts.

Furniture

Mandatory contracts & the Department of Corrections

Filing Supplies

Mandatory state contract for folders, pockets, guide cards, etc., minimum order amount \$100

Forms, Stock and Continuous

Mandatory state contracts

Boxes File Storage and Corrugated

Mandatory state contracts for corrugated boxes, minimum order amount \$100 or 250 each.

Labels, Pressure Sensitive

Mandatory state contract, minimum order amount even carton lots.

3-Ring Binders, Plain and Printed

Mandatory source Department of Corrections

Pad Holders with Pads

Mandatory source Department of Corrections

Telephone Message Pads

Mandatory source Department of Corrections

Calculators

Mandatory state contracts for desktop and scientific, minimum order amounts 1 unit.

Writing Instruments

Mandatory State Contract, **ONLY** Virginia Industries for the Blind (VIB) Pens are allowed. State Agencies have to obtain a waiver from VIB to purchase writing instruments.

Computer Tapes

Mandatory state contract

Audio/Video Tapes and Audio/Visual Products and Services

Mandatory and optional state contract, minimum order amount \$100

Photographic Lamps

Mandatory state contract, minimum order amount \$50

Equipment like Reader/Printer, Mailing Machines, Dictation, and Paper Shredders

Mandatory and optional state contracts

Mopping Outfits

Mandatory state contract, minimum order amount \$250

Photographic Film

Mandatory state contract, minimum order amount \$50

Arts and Crafts

Mandatory state contract, minimum order amount \$50

Janitorial Products

Mandatory source VDC

PC Computer Hardware

State contract through VITA

PC Printers

State contract through VITA

PC Accessories

State contract through VITA

NOTE: State Agencies and Institution can request a waiver from the VCE, VIB, VDC or the contract office for the contracts listed above if the requirements of these contracts do not meet the needs of the agency.

8. **MINIMUM ORDERS:** Minimum orders will be \$25.00 for FOB destination to ordering agency within the Commonwealth of Virginia. See Vendor Pages for specific charges on orders that are below the minimum order amount. The remainder of this paragraph only applies to Corporate Express. For orders less than the minimum order, the Contractor will be permitted to add actual transportation cost (prepaid) to invoice for payment or the agency may purchase such items off contract from other sources. Partial shipments of less than minimum order value, which are made at the option of the contractor, shall be FOB Destination with no transportation charges added. If at the agency's request shipments are made below the minimum order value, the contractor may add actual transportation cost to invoice for payment.
9. **MOST FAVORED CUSTOMER PRICING:** The Contractor has agree that the pricing resulting from this solicitation, subsequent award, and during the life of the contract, will represent, as a minimum, best net prices offered to other customers without regard to quantity, term and conditions under which the discounts and net prices are given and whether or not the agreements are oral or in writing. In the event that deviations from these discounts and net prices are allowed, an explanation will be provided to indicate how often they occur and the controls which are in place to assure the integrity of the pricing process. Examples of typical deviations may include, but not be limited to: one time goodwill discounts to charitable organizations; or to compensate an otherwise disgruntled customer; a limited sale of obsolete or damaged goods; the sale of sample goods to a new customer; or the sale of prototype items for testing purposes.
10. **OTHER REQUIREMENTS:**

REQUIREMENT	DESCRIPTION OF PRODUCT REQUIREMENT	OFFICE SUPPLIES	TONER
Recycled Content	Contractor must identify in its full-line product catalog which of the products from its office supplies line are made from recycled materials.	X	X
Toner Cartridges	<ul style="list-style-type: none"> No drill and fill rebuilt toner cartridges will be accepted. MICR: All Laser cartridges shall be OEM. Cartridges that are filled with MICR ink must include an OEM cartridge which may be new or a non used cartridge, however the remainder of the part, material, components, and assets of the cartridge shall be new. 		X
Frill Rate Guarantee	The selected contractor(s) are required to maintain a 95.0% fill rate on the Full Line catalog. (Fill rate is defined as the total number of requisition lines filled/divided by the number of lines requested over a given period. The difference, therefore, would be items on back-order).	X	X

REQUIREMENT	DESCRIPTION OF PRODUCT REQUIREMENT	OFFICE SUPPLIES	TONER
Virginia Catalog	<p>Details of the pricing discounts are based on the discounts offered for product group along with other incentives offered as shown on the attached Discount Schedule for Office Supplies and Toner.</p> <p><u>Pricing:</u> For all items that are part of the Contractor's complete catalog, the contractor(s)'s index price should be provided with the agreed upon flat discount rate factored in to provide the Commonwealth of Virginia price for the product.</p> <p><u>Catalog Availability:</u> A catalog and price list (and its revisions) are to be printed, warehoused, and distributed by the Contractor to the Commonwealth of Virginia at no additional cost to the Commonwealth of Virginia and its agencies, institutions and public bodies. Mid-cycle inserts may be required to notify end-users of product additions or deletions. This information, including the Commonwealth of Virginia's complete catalog of contract products shall also be available online. Contractors catalog, complete with Virginia pricing for each listed item under contract shall be available online.</p>	X	X
Delivery Location	Contractor or assignee shall make delivery of each order to an inside location (e.g. warehouse, department, etc.) as directed by Purchase Order, Direct Order, P-Card Order, Fax or Phone Order, as required by the ordering customer. Contractor shall comply with parking and delivery regulations (times, locations, permits, etc.) required by the ordering customer.	X	X
Delivery Timing	Office Supplies, including Stocked Items and Toner orders made by those accessing the Virginia contract should be delivered within 24-48 hours (for orders placed by 4:00 pm). Details of contractor delivery capacity are shown on pages 9 thru 12. Delivery of non-stock items like Furniture, Electric Office Equipment, and Miscellaneous Items will take longer.	X	X
Substitute Item	In cases where an ordering customer's exact product order cannot be filled by contractor's stock, but a close substitute is available (e.g. different brand of functional and quality equivalent), a substitute item may be shipped only with ordering customer's approval. It is the contractor's responsibility to obtain and document such approval.	X	X

REQUIREMENT	DESCRIPTION OF PRODUCT REQUIREMENT	OFFICE SUPPLIES	TONER
Online Catalog Limitation & Restricted Items Order Flag	By code the Agencies and Institutions of the Commonwealth are required to procure particular goods from mandatory sources and prohibited from using public monies for purchase of other goods. The Contractor shall be able to block, <u>according to ordering customer</u> , sections of its catalog from view in order to help agencies uphold the code. Similarly, the Contractor shall be able to program its ordering system to flag restricted items and verify that the ordering customer has a release waiver before shipping the items; this requirement is especially important for non-online ordering.	X	
Test Samples as Requested and Reasonable	When requested, contractors will be required to supply sample products in sufficient quantities for testing purposes when requested. Samples should be provided within 2 to 4 days of request by Contract Offices.	X	X
Reporting	The Contractor shall provide a semi-annual (as necessary). This report is the Top 200 Report that contains the most frequently purchased items by one or more Commonwealth of Virginia agencies for Office Supplies and Toner (complete with full product description, list price, Commonwealth of Virginia contracted price, and unit of measure). Contractor must be able to provide monthly and quarterly reports of spending by Commonwealth agency/institution and Public Bodies by individual item purchased. Periodic reports on usage of SWAM vendors are also required.	X	X

11. **PAYMENT OPTIONS:** Contract Users pay by check or with the Commonwealth Authorized Small Purchase Charge Card which currently is the American Express Procurement (charge) card. Contractor(s) should be able to accept the Commonwealth's card for single purchases under \$5,000 per transaction. Public Bodies may make payment with their own small purchase charge card. The Contractor should have the ability to accept these cards as well.
12. **PRIME CONTRACTOR RESPONSIBILITY:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
13. **PRODUCT AVAILABILITY:** Contractors has agreed that there will be no cancellation of products used without an equal and acceptable replacement approved by the designated Commonwealth of Virginia Contract Officer during the term of the agreement. Contractors must communicate manufacturer's discontinuation of any products to the contract officer in writing within five (5) business days. In such instances, Contractors shall work with the contract officer(s) to identify and implement alternative options that shall maintain or reduce costs associated with the replacements. Contractors will be prepared to offer detailed quarterly reports if requested by the Commonwealth, displaying removed SKUs off of contract list and suggested replacements. Contractors shall offer suggested replacements of discontinued products at least 30 days prior to substitution, including replacement part number, description, list price, applicable discount (which should be the same or be greater than

the discontinued items), and final price.

14. **QUALITY ASSURANCE GUARANTEES:** The Contractor(s) shall guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturer warranty. The terms of this contract will supersede any language to the contrary on purchase orders, invoices or other documents provided by the contractor(s), manufacturer(s) or other sources. The Contractor(s) shall agree to repair and/or immediately replace without charge (including freight both ways) to Contract Users any product or part thereof, which proves to be defective or fails within the warranty period as specified. In the event the product cannot be repaired or replaced to the satisfaction of the Contract User, the Contractor will refund any amounts paid to the contract by the Contract User for the product.

15. **RETURNS:**

There will be no return fees for inaccuracies or other errors on the part of the contractor.

Any materials delivered in poor condition, in excess of the amount authorized by the ordering customer or not ordered by the ordering customer may, at the discretion of the ordering customer, be returned to the Contractor's warehouse at the Contractor's expense. Ordering customers should make these returns within 30 days. Credit for returned goods shall be made immediately once contractor receives returned goods.

16. **RUSH DELIVERIES:** Any rush delivery that occurs as a result of Contractor's error (e.g., stock-outs, etc.) will be free of charge. No handling surcharges will be added or discounts lost for any rush or expedited orders.
17. **SECURITY RULES AND REGULATIONS:** The contractor shall be responsible for ensuring that all personnel connected with the work comply with the rules and regulations of the Agency. The Contractor shall maintain proper security and control over all personnel, equipment, tools and materials at all times. The Contractor's equipment and personnel shall be subject to security checks and associated delays therefore.
18. **SECURITY REQUIREMENTS – DEPARTMENT OF CORRECTIONS**
- a) There shall be no verbal discussion or physical contact between a Contractor's employees and inmates.
 - b) Anyone bringing any inmate any item such as weapons, tools, food, drink, clothing, cigarette, matches, correspondence, printed or electronic media or assisting inmates to escape, is in violation of State Law and will result in prosecution.
 - c) No weapon, alcohol, drugs or medications of any type are allowed on State property.
 - d) Keys shall be removed from all vehicles and other mobile equipment at all times when not in operation. Vehicle doors and tool compartments shall be locked at all times when not in use. Ladders left on vehicles shall be chained and locked at all times.
 - e) No tools shall be left about the job site unattended. When not in use, all tools and ladders shall be securely locked.
 - f) Any tools, especially any type of cutting tool, if left unattended will be confiscated.
 - g) All tools and ladders shall be removed daily from inside of the Institution. If storage is desired on Institution property, arrangements shall be made with the Secretary Chief of Director of Buildings and Grounds.
 - h) All security regulations shall be observed at all times. These will be made known to the contractor and his representatives by the Institutional Security Chief or his designee, at the point of entrance to the Institution.
 - i) All persons entering the prison complex are subject to being searched.
 - j) Contractors and their representatives are limited to movement to and from and within the immediate area of their work.
 - k) An institutional employee will be designated as liaison person between the Contractor and Institution. Unless otherwise stated, this person will be the Department Superintendent for whom the Contractor is performing the service.
 - l) Agency will provide an escort guard with truck.

- m) No vehicle will be permitted to leave the facility until after the daily or routine security check.
- n) Each day, Contractor shall provide a tool and equipment list for inventory check at the sally point.
- o) Contractor shall remove all tools from facility at the conclusion of each workday.
- p) All Contractors employees shall have a valid identification with photograph at all times for identification that is acceptable to the institution. A valid DMV driver's license is acceptable. No persons will be permitted to enter the institution without valid identification.
- q) The Agency reserves the right to refuse entrance to anyone who appears, in the Agency's sole judgment, to be under the influence of drugs or alcohol or otherwise impaired.
- r) Other additional security rules and regulations may also be required by the Agency.

19. **SHIPPING:** A packing label must be on each box and include the following items, visible on the outside of the box:

- Contract User
- Address
- Department and floor
- Contact
- Telephone number

A packing slip must also be included with each shipment, which will include at least the following information in no particular order:

- Line item description
- Quantity ordered
- Quantity included in shipment
- Any back order items
- Unit Price
- Number of parcels
- Purchase Order Number (Agency Order, Purchase Card Order, Direct Order. Etc.)
- Agency name and department
- F.O.B. (destination)
- All information contained on the packing label

20. **SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS:** The contractor shall extend any special educational or promotional sale prices or discounts immediately to the Commonwealth during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price. The contractor cannot use the Commonwealth's contract prices to negotiate lower prices on existing contracts with other entities that are eligible to use the Commonwealth's contract.

If the Contractor provides or offerors to provide the goods contracted hereunder to an entity which is eligible to use this Contract, and the goods are provided or offered at a net price lower than that which is charged under this Contract, the lower net price shall be deemed immediately applied to this contract. The Commonwealth shall be entitled to refunds of the difference between the amounts paid by Contract Users and the lowest net price at which a good is provided or offered to an entity eligible to use this Contract.

21. **SPECIAL SERVICE CHARGES:** Contractors will be permitted to add charges to the invoice for orders requiring special services, such as hazardous materials handling and rush delivery, only if these services and charges are identified in the contract prior to the placement of the order and only if charges are agreed to by the agency prior to acceptance of the order. Contractor may charge extra for installation of furniture.

OFFICE SUPPLIES AND TONER
JANUARY 17, 2005 THROUGH JANUARY 16, 2010

<u>FIN/DUNS</u>	<u>NAME/ADDRESS/CONTACT PERSON</u>	<u>TELEPHONE</u>
841248716 178062048	CORPORATE EXPRESS 1416 KELLAND DRIVE, SUITE F CHESAPEAKE, VA 23320 JAMES C. GOODWIN (CHRIS) Chris.goodwin@cexp.com	888-238-6329 757-494-1027 FAX

AWARD IS FOR OFFICE SUPPLY AND TONER LOTS

Credit Cards: Corporate Express accepts American Express, MasterCard, and Visa.

Cost Saving Programs: Contact Corporate Express for Procurement Analyzer Process.

Delivery Capabilities: Next day delivery for Corporate Express stock items on orders place by 4:00 PM for all zones except Zones 105 & 106. Delivery for stock items to Zones 105 and 106 is within 2 days of orders placed by 4:00 PM.

Minimum Order: See Paragraph 8, Page 4.

Payment Terms: Standard payment terms are net 30 days. Corporate Express offers a discount of 1.5 % for 5 days EDI payment. These discounts do not apply to credit card payments. The discount will be paid quarterly to the respective agency or business unit at the end of the quarter.

<u>FIN/DUNS</u>	<u>NAME/ADDRESS/CONTACT PERSON</u>	<u>TELEPHONE</u>
592663954 153531108	OFFICE DEPOT, INC. 2200 OLD GERMANTOWN RD. DELRAY BEACH, FL 33445 JOE OFFENHEISER joffenheis@officedepot.com INSIDE SALES SUPPORT MICHELLE KELLY mkelly@officedepot.com	800-890-4914X3937 410-381-2797 FAX 757-286-5225 800-890-4914X3533

AWARD IS FOR OFFICE SUPPLY LOT

Credit Cards: Office Depot Express accepts American Express, Discover, Mastercard, and Visa.

Cost Reduction Programs: Contact Joe Offenheiser for Cost Reduction Initiatives.

Delivery Capabilities: Next day delivery for Office Depot stock items on orders place by 4:00 PM for all zones.

Minimum Order: For order below the minimum order amount of \$25.00 Office Depot will charge a flat fee of \$5.95 per order and a 1% discount for order of \$100 or better.

Payment Terms: Standard payment terms are net 30 days. Office Depot offers a discount of .5 % for 5 days EDI payment. These discounts do not apply to credit card payments. The discount will be paid semi annual or annual to the business unit at the end of the six month or year period.

Other Discounts: Office Depot will give a 60% discount with a floor cost for all products and manufacturers not currently covered by the Discount Schedules.

FIN/DUNS**NAME/ADDRESS/CONTACT PERSON**

820477390
883676819

OFFICEMAX – A BOISE COMPANY (ALSO SEE CONCERTO BELOW)
7870 VILLA PARK DRIVE, SUITE 700
RICHMOND, VA 23228

AWARD IS FOR OFFICE SUPPLY AND TONER LOTS**General and Sales Management – 800-235-1399 + extensions listed below**

Sales Manager	Bob Zugay, ext. 5522 BobZugay@OfficeMax.com	Central & Western Virginia
Sales Manager	Tad Carter, ext. 5428 TadCarter@OfficeMax.com	Virginia Beach / Chesapeake
Sales Manager	Pam Mann, ext. 5427 PamMann@OfficeMax.com	Hampton Roads / Newport News
Sales Manager	Gary Bethard, ext. 5470 GaryBethard@OfficeMax.com	Northern Virginia

Commonwealth of Virginia Customer Service Queue, Bristol, Virginia

Orders	888-662-9482	Fax	877-822-6661	Customer Service	888-662-9482
	888 OMAX4VA		877 VACOM1		

Field Sales Representation – 800-235-1399 + extensions listed below

Richmond Market:	Jeff Barth, ext. 5516 JeffBarth@OfficeMax.com
Roanoke Market:	Peter Houhoulis, ext. 5519 PeterHouhoulis@OfficeMax.com
Blacksburg Market:	Jamie Phillips, ext. 5577 JamiePhillips@OfficeMax.com
Tidewater Market:	Ted Bogan, ext. 5515 TedBogan@OfficeMax.com
Northern Virginia:	Kelly Herder, ext. 4403 KellyHerder@OfficeMax.com

Demand Management or SelectSave Programs: Kathy Schmitt ext. **5468**

Credit Cards: Office Max accepts American Express, MasterCard, and Visa.

Delivery Capabilities: Delivery within one day for OfficeMax stock items for zones 97 through 105 if orders placed by 4:00 PM. Delivery of stock items for Zone 106 is within 2 days if orders placed by 4 PM. Delivery from wholesale stock is 2 to 5 days. Furniture orders can be blanket wrapped or “carton-ed” delivery.

Energy Savings: To promote energy conservation and reduce transportation and emissions, OfficeMax offers each COV ordering entity that attains a median order size of greater than \$200.00 a Quarterly rebate equal to 10% of those orders at or above the median order size.

Minimum Order: For order below the minimum order amount of \$25.00 Office Max will charge a flat fee of \$3.00 per order

Other Discounts: Office Max will give the following discount to those products and or manufacturers not listed in the Discount Schedules: Office Supplies 20%, Toner 10%, and Machines 7%.

Payment Terms: Standard payment terms are net 30 days. Office Max will offer discounts of 1 % for net 20 days, 1.5% for net 15 days, 2% for net 10 days and 3% for 5 days ACH/EDI. These discounts do not

apply to credit card payments. The discount will be paid quarterly to the respective agency or business unit at the end of the quarter.

<u>FIN/DUNS</u>	<u>NAME/ADDRESS/CONTACT PERSON</u>	<u>TELEPHONE</u>
621864670	CONCERTO OFFICE PRODUCTS 9003 OVERLOOK BLVD BENTWOOD, TN 37027	800-564-8008 800-562-0400 FAX

OfficeMax and Guy Brown Products, a minority manufacturer, have formed a joint venture under the name of CONCERTO Office Products. Concerto is certified as a minority owned company by the Virginia Department of Minority Business Enterprises. Their certification # is 9931S.

You may now purchase from Concerto under this contract. Purchases from Concerto may now be considered minority purchases. All of the Terms and Conditions of the office supply and toner contract that apply to Office Max will now apply to Concerto. Eva orders may now be placed with Concerto. Concerto has a punch-out catalog in eVA.

To be contacted by a sales representative, please send an e-mail to: Virginia@concertoproducts.com.

<u>FIN/DUNS</u>	<u>NAME/ADDRESS/CONTACT PERSON</u>	<u>TELEPHONE</u>
541474203 195583778	THE SUPPLY ROOM COMPANIES 1414 N. WASHINGTON HWY P.O. BOX 1810 ASHLAND, VA 23005 KATHERINE MCINTIRE kmcintire@thesupplyroom.com or BECKY VIA bvia@thesupplyroom.com	800-849-7239 800-849-9772FAX 804-412-1200 804-412-1313FAX

AWARD IS FOR OFFICE SUPPLY AND TONER LOTS

Certification: The Supply Room Companies has been certified as a **Small Business** by the Virginia Department of Minority Business Enterprises. **Certification number is S-6260**

Cost Savings Plan: Contact your account manager if you wish to take advantage of the free Cost Saving Plan. This tool can be made part of a business review process to determine areas of saving possible from value engineering. Plan is ongoing and continuous once implemented.

Credit Cards: Supply Room accepts American Express, Discover, MasterCard, and Visa.

Delivery Capabilities: The Supply Room will make deliveries on stock items within 1 day for orders place by 4:00 PM.

Incentives: Additional 3% discount for agencies wishing to pick up merchandise at The Supply Room Distribution Centers. Distribution centers are located in Norfolk, Ashland, Lynchburg/Roanoke, Charlottesville, Harrisonburg, Sterling, Fredericksburg, and Richmond. To receive discounts employees must present Agency/Locality ID card and their account number.

Minimum Order: For order below the minimum order amount of \$25.00 The Supply Room will charge a flat fee of \$5.00 per order.

Payment Terms: Standard payment terms are net 30 days. The Supply Room offers discounts of 1% for net 10 days and 2 % for 5 days EDI payment. These discounts do not apply to credit card payments.

Other Discounts: The Supply Room will give the following discounts for products, or manufacturer not covered in the Discount Schedules.

CATAGORY	DISCOUNT	FLOOR
BINDERS	50%	COST
BOARDS	60%	COST
CALENDARS	50%	COST
DESKTOP	50%	COST
FILING	50%	COST
FORMS	60%	COST
FURNITURE	35%	COST
HON FURNITURE	52%	COST
COMPUTER	50%	COST
ELECTRONICS	35%	COST
JANITORIAL	35%	COST
LABELS	55%	COST
PAPER	55%	COST
PRESENTATION	55%	COST
RIBBONS	60%	COST
STAMPS	60%	COST
STORAGE	50%	COST
TAPE/ADHESIVE	55%	COST
WRITING	60%	COST

VIB Products: The Supply Room will continue to stock and distribute products for the Virginia Industries for the Blind. Agencies are encourages to place their orders for VIB product when placing orders for other office supply and toner items.

AVERAGE DISCOUNT SCHEDULE OFFICE SUPPLIES

(Actual discounts by group and manufacture can be viewed on the DPS web site)

Group Description		OFFICE/M AX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
Binders & Binding Supplies»Binders»Presentation/View»					
	Average Discount	69%	65%	70%	72%
Binders & Binding Supplies»Binders»Ring»					
	Average Discount	70%	67%	71%	76%
Binders & Binding Supplies Post,Binder Screw Posts, Ring Binder Access., Zippered Ring, Punchless					
	Average Discount	59%	59%	72%	64%
Binders & Binding Supplies»Binding Systems»Comb/Wire Binding Systems»					
	Average Discount	72%	60%	69%	70%
Binders & Binding Supplies»Binding Systems»Index Sets», Plastic Coil Punch Binding Systems», Strip Binding Systems», Thermal Binding Systems»					
	Average Discount	61%	62%	69%	49%
Binders & Binding Supplies»Indexes»Dividers»					
	Average Discount	69%	67%	70%	68%
Binders & Binding Supplies»Indexes»Printer/Copier»					
	Average Discount	67%	67%	71%	73%
Binders & Binding Supplies»Indexes»Other: Insertable Tab», Preprinted», Stick-On Tabs					
	Average Discount	67%	66%	69%	75%
Binders & Binding Supplies»Report Covers»Pocket Portfolios»					
	Average Discount	61%	65%	72%	77%
Binders & Binding Supplies»Report Covers»Prong Fasteners»					
	Average Discount	72%	67%	69%	74%
Binders & Binding Supplies»Report Covers»Tang Fasteners»					
	Average Discount	71%	67%	73%	65%
Binders & Binding Supplies»Report Covers»Other: Punchless», Three Hole Punched Inserts»					
	Average Discount	68%	66%	63%	70%
Binders & Binding Supplies»Sheet Protectors»Ring Binder»					
	Average Discount	72%	66%	69%	76%
Binders & Binding Supplies»Sheet Protect,Hanging, Indexed, Self-Adhesive Pockets,Ticket Holders					
	Average Discount	53%	64%	69%	72%
Calendars, Planners & BriefcasesAppointment Books»Daily»					
	Average Discount	75%	67%	71%	73%
Calendars, Planners & BriefcasesAppointment Books»Monthly»					
	Average Discount	82%	67%	73%	81%
Calendars, Planners & BriefcasesAppointment Books»Planner Stands»					
	Average Discount	68%	61%	69%	70%
Calendars, Planners & BriefcasesAppointment Books»Time Management»					
	Average Discount	7%	67%	73%	71%
Calendars, Planners & BriefcasesAppointment Books»Weekly					
	Average Discount	81%	67%	73%	77%
Calendars, Planners & BriefcasesBoards/Planning»Planning», Planning/Magnetic Accessories					
	Average Discount	55%	61%	71%	75%
Calendars, Planners & BriefcasesCalendars»Desk»					
	Average Discount	77%	65%	72%	79%
Calendars, Planners & BriefcasesCalendars»Desk Pad»					
	Average Discount	74%	64%	73%	76%
Calendars, Planners & BriefcasesCalendars»Desk/Wall»					
	Average Discount	62%	67%	73%	76%
Calendars, Planners & BriefcasesCalendars»Wall»					
	Average Discount	64%	64%	73%	71%

Group Description	OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE
SUPPLY				
ROOM				
Calendars, Planners & BriefcasesCases»Luggage Carts»				
Average Discount	62%	41%	54%	58%
Calendars, Planners & BriefcasesCases»Other: Business» Catalog», Ring Binder», Student», Travel»				
Average Discount	53%	59%	68%	66%
Calendars, Planners & BriefcasesOrganizers»Electronic»				
Average Discount	46%	37%		69%
ProductsCalendars, Planners & BriefcasesOrganizers»Personal				
Average Discount	60%	60%	72%	66%
Calendars, Planners & BriefcasesPad Holders»Other: Leather», Organizer Style», Vinyl»				
Average Discount	61%	58%	69%	67%
Cash/Check HandlingBags/Boxes»Other: Cash Bags», Cash Boxes and Trays», Check Security Boxes				
Average Discount	68%	66%	64%	58%
Cash/Check Handling/ Coin Counting, Handling, Changers,Counters, Holders, Wrappers				
Average Discount	66%	59%	69%	60%
Computer Hardware, Supplies & Data Storage»Cleaning Supplies/Computer»Compressed Air»				
Average Discount	71%	57%	73%	77%
Computer Hardware, Supplies & Data Storage»Cleaning Supplies/Computer»CRT Screen»				
Average Discount	64%	64%	71%	75%
Computer Hardware, Supplies & Data Storage»Cleaning Supplies/ Computer»Other: Drive/Head», Keyboard/Mouse», Media(CD/Diskette/Optical)», Printer/Fax», Surface Cleaners», Vacuums»				
Average Discount	54%	44%	71%	72%
Computer Hardware, Supplies & Data Storage»Computer»Cables/Switches»				
Average Discount	69%	50%	72%	75%
Computer Hardware, Supplies & Data Storage»Computer»Software»				
Average Discount	37%	65%		60%
Computer Hardware, Supplies & Data Storage»Computer»Surge Protectors»				
Average Discount	66%	60%	74%	77%
Computer Hardware, Supplies & Data Storage»Computer: Keyboard Drawers, Keyboard Accessories				
Average Discount	62%	58%	67%	67%
Computer Hardware, Supplies & Data Storage»Monitor Filters», Monitor Arms», Monitor Mount Copyholders», Monitor Organizers», Monitor Stands				
Average Discount	60%	60%	71%	72%
Computer Hardware, Supplies & Data Storage» Cable Management», Covers», CPU Stands», Mouse Pads, Trays, Supplies, Safety and Security», Tool Kits», Wrist Rests				
Average Discount	61%	56%	67%	74%
Computer Hardware, Supplies/Data Storage, Keyboards, Monitors, Mouses, Keypads, Power Control				
Average Discount	53%	49%	68%	67%
Computer Hardware, Supplies & Data Storage»Data Storage»CD»				
Average Discount	58%	54%	73%	74%
Computer Hardware, Supplies & Data Storage»Data Storage»Diskettes»				
Average Discount	67%	56%	73%	77%
Computer Hardware, Supplies & Data Storage»Data Storage»Zip/Jaz»				
Average Discount				
Computer Hardware, Supplies & Data Storage»Data Storage»DVD»				
Average Discount	60%	54%	73%	68%
Computer Hardware, Supplies & Data Storage»Data Storage»Data Cartridges/Tapes/Reels»				
Average Discount	59%	49%	73%	74%
Computer Hardware, Supplies & Data Storage»Media Management»CD/DVD»				
Average Discount	57%	60%	72%	73%
Computer Hardware, Supplies & Data Storage»Media Management»CD/DVD Shredder/Destroyer»				

	Average Discount	44%	49%		70%
Group Description		OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE
SUPPLY					
ROOM					
Computer Hardware, Supplies & Data Storage»Media Management»CD/DVD Sleeves»					
	Average Discount	64%	67%	73%	72%
Computer Hardware, Supplies & Data Storage»Media Management»Other: Diskette/Zip», Multimedia»					
	Average Discount	62%	61%	66%	67%
Computer Hardware, Supplies & Data Storage»Microfiche»Storage»					
	Average Discount	65%	64%		78%
Computer Hardware, Supplies & Data Storage»Notebook/PDA and Mobile Computing Accessories Cases», Cleaners», Furniture Stands», Monitor Filter», Security», Surge Protection», Wrist Rests»					
	Average Discount	54%	56%	71%	70%
Computer Hardware, Supplies & Data Storage»Printer Stands,Carts, Desktop, Floor/Mobile					
	Average Discount	54%	53%	73%	63%
Computer Hardware, Supplies & Data Storage»RibbonsCalculator»					
	Average Discount	77%	57%	74%	68%
Computer Hardware, Supplies & Data Storage»RibbonsOther: Cash Register/POS», Financial/ATM», Printer», Typewriter», Typewriter Correction Tapes»					
	Average Discount	55%	43%	68%	70%
Files & Filing SuppliesCard Filing»Address Card Files», Business Card Files and Holders», Business Card Punch/Tabs», Index Card Files», Rotary Files»					
	Average Discount	60%	63%	71%	69%
Files & Filing SuppliesCards»Card Guides», Card Protectors», Continuous», File», Index					
	Average Discount	67%	64%	71%	74%
Files & Filing SuppliesCatalog Racks»Counter», Indexes»					
	Average Discount	49%	49%	54%	72%
Files & Filing SuppliesFile Fasteners»Fasteners/Washers»					
	Average Discount	73%	66%	72%	74%
Files & Filing SuppliesFile Fasteners»Other: 2-Piece», Self-Adhesive»					
	Average Discount	65%	67%	74%	71%
Files & Filing SuppliesFile Folders»Classification»					
	Average Discount	68%	67%	72%	74%
Files & Filing SuppliesFile Folders»Colored»					
	Average Discount	73%	66%	73%	68%
Files & Filing SuppliesFile Folders»End Tab»					
	Average Discount	60%	67%	73%	73%
Files & Filing SuppliesFile Folders»Hanging Folder Frames»					
	Average Discount	75%	64%	73%	71%
Files & Filing SuppliesFile Folders»Hanging»					
	Average Discount	78%	64%	73%	76%
Files & Filing SuppliesFile Folders»Insertable Tabs and Inserts»					
	Average Discount	79%	65%	72%	71%
Files & Filing SuppliesFile Folders»Interior»					
	Average Discount	70%	66%	73%	72%
Files & Filing SuppliesFile Folders»Manila»					
	Average Discount	80%	66%	73%	75%
Files & Filing SuppliesFile Folders»Other: Card Size», Dividers», Expanding», Guide Height», Kraft Media», Mortgage», Plastic», Preprinted Tab», Pressboard»					
	Average Discount	63%	66%	73%	63%
Files & Filing SuppliesFile Guides»End Tab»					
	Average Discount	70%	65%	71%	71%
Files & Filing SuppliesFile Guides»Top Tabs»					

	Average Discount	58%	66%		67%
Group Description		OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
Files & Filing SuppliesFile Jackets, Colored, Library Card Pocket, Manila, Slash-Cut, Transparent					
	Average Discount	61%	65%	73%	73%
Files & Filing SuppliesFile Pockets»Drop Front»					
	Average Discount	72%	67%	73%	70%
Files & Filing SuppliesFile Pockets»End Tab»					
	Average Discount	67%	66%	73%	66%
Files & Filing SuppliesFile Pockets»Expanding»					
	Average Discount	72%	67%	72%	71%
Files & Filing SuppliesFiles»Personal»					
	Average Discount	63%	62%	70%	71%
Files & Filing SuppliesFiles»Storage»					
	Average Discount	71%	64%	72%	75%
Files & Filing SuppliesFiles»Other: Art and Drafting, Expanding, Magnetic Pocket, Mobile, Pocket Stands, Portable, Storage Systems, Wall/Partition Pocket					
	Average Discount	58%	62%	72%	70%
Files & Filing SuppliesLiterature/Magazine Files»Literature Centers»					
	Average Discount	62%	59%	73%	66%
Files & Filing SuppliesLiterature/Magazine Files»Wall/Partition»					
	Average Discount	59%	56%	68%	68%
Files & Filing SuppliesLiterature,Magazine Files,Floor Stand, Magazine Covers/Holders,Racks					
	Average Discount	64%	62%	69%	69%
Files & Filing SuppliesSortersDesk Files»					
	Average Discount	71%	66%	73%	60%
Files & Filing SuppliesSortersIndexed Wall Mount»					
	Average Discount	65%	64%	73%	60%
Forms, Record Keeping & Reference»Books»Reference»					
	Average Discount	51%	53%	73%	67%
Forms, Record Keeping & Reference»Books»Other: Account», Bookkeeping Record», Electronic Reference», Notary Record», Record and Minute», Rental Record», Visitor»					
	Average Discount	59%	58%	73%	69%
Forms, Record Keeping & Reference»Forms»Message »					
	Average Discount	71%	67%	73%	69%
Forms, Record Keeping & Reference»Forms»Money and Rent Receipts»					
	Average Discount	65%	68%	73%	60%
Forms, Record Keeping & Reference» Columnar/Ledger», Credit/Debit», Expense», Gift Certificates Inventory, Invoices, Petty Cash/Check,					
	Average Discount	55%	59%	70%	70%
Forms, Record Keeping & Reference»Human Resources»Awards, Certificates and Plaques»					
	Average Discount	56%	60%	73%	71%
Forms, Record Keeping & Reference,Human Resources: Posters, Motivational, Suggestion Boxes					
	Average Discount	53%	64%	73%	67%
Forms, Record Keeping & Reference»Ledger»Posting Systems					
	Average Discount	60%	57%		78%
Forms, Record Keeping & Reference»Legal Supplies»Gavels					
	Average Discount	58%	54%		60%
Forms, Record Keeping & Reference,Maps, Globes, Atlases, Flags, Marking Systems, Zip Code Guides					
	Average Discount	50%	50%	67%	70%
Furniture & Room AccessoriesBookcases»Other: Metal», Wood»					

	Average Discount	61%	56%	57%	60%
Group Description		OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
Furniture & Room AccessoriesCasters»Casters»					
	Average Discount	57%	59%	73%	61%
Furniture & Room AccessoriesChairs: Cushions and Accessories», Folding and Stacking, Folding/ Stacking Carts, Dollies, Guest & Side, Leather, Metal/Office, Outdoor Seating, Stools, Wood/Office					
	Average Discount	58%	54%	64%	60%
Furniture & Room AccessoriesClocks»Other: Travel», Wall»					
	Average Discount	61%	58%	64%	65%
Furniture & Room AccessoriesClothes Racks»Hooks»					
	Average Discount	58%	59%	64%	70%
Furniture & Room AccessoriesClothes Racks: Hangers, Panel System Hooks, Trees & Floor Standing Wall Racks					
	Average Discount	55%	60%	69%	66%
Furniture & Room AccessoriesComputer Furniture»Other: Equipment Carts/Stands», Mobile Workstations», Network Systems», Printer Stands», Sit/Stand Workstations», Workstations»					
	Average Discount	59%	57%	73%	60%
Furniture & Room AccessoriesCredenzas»Other: Metal», Wood»					
	Average Discount	61%	58%	59%	59%
Furniture & Room AccessoriesDesks»Other: Metal», Resin», Shop», Wood»					
	Average Discount	54%	55%	62%	59%
Furniture & Room AccessoriesDisplay Cases»Wood»					
	Average Discount	56%	54%	54%	55%
Furniture & Room AccessoriesDoorstops and Door Hardware»Doorstops»					
	Average Discount	60%	58%	54%	60%
Furniture & Room AccessoriesFile Cabinets»Mobile»					
	Average Discount	58%	60%	67%	57%
Furniture & Room AccessoriesFile Cabinets»Other: Card/Data/Other», Insulated», Lateral, Metal», Lateral, Wood», Locks», Pedestal», Shelf Files», Vertical, Metal», Vertical, Wood»					
	Average Discount	57%	56%	61%	55%
Furniture & Room AccessoriesFloor and Surface Protectors»Surface Protectors»					
	Average Discount	57%	59%	54%	70%
Furniture & Room AccessoriesFootrests»Footrests					
	Average Discount	59%	57%	69%	64%
Furniture & Room AccessoriesFurniture Movers»Other: Sliders», Table Movers					
	Average Discount	59%	57%	54%	68%
Furniture & Room AccessoriesHutches and Stack-On Storage: Accessories», Metal», Resin», Wood»					
	Average Discount	54%	54%	61%	60%
Furniture & Room AccessoriesLamps and Lighting»Other: Clamp/Clip-On», Desk/Table», Floor», Halogen», Magnifiers», Panel System», Under- Cabinet»					
	Average Discount	56%	58%	61%	59%
Furniture & Room AccessoriesMats»Chair»					
	Average Discount	62%	61%	69%	71%
Furniture & Room AccessoriesMats»Floor»					
	Average Discount	60%	56%	73%	64%
Furniture & Room AccessoriesPanel Systems: Panel Accessories», Panels, Partitions, Work Area Comp.					
	Average Discount	58%	59%	66%	67%
Furniture & Room AccessoriesPicture Frames» Certificate/Document»					
	Average Discount	46%	61%	71%	64%
Furniture & Room AccessoriesPicture Frames»Other: Photo», Picture Hangers», Poster»					

Group Description		OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
	Average Discount	63%	59%	71%	73%
Furniture & Room AccessoriesPrinter Stands»Other: Resin», Wood»					
	Average Discount	56%	49%	64%	57%
Furniture & Room AccessoriesShelving: Files, Multimedia, Post Kits/Metal Shelving					
	Average Discount	61%	51%	54%	56%
Furniture & Room AccessoriesSigns: Changeable, Conference Room, Electronic, Signs, Holders,					
	Average Discount	60%	61%	65%	65%
Furniture & Room AccessoriesStorage»Other: Cabinets», Lockers					
	Average Discount	59%	51%	54%	53%
Furniture & Room AccessoriesTables»Other: Drafting/Drawing Board», Folding», Office/Side/Meeting					
Room», Reception Room», Utility					
	Average Discount	60%	54%	63%	59%
Janitorial/Maintenance/Lunchroom Supplies»Bathroom Supplies»Paper Goods»					
	Average Discount	61%	52%	64%	68%
Janitorial/Maintenance/Lunchroom Supplies»Bathroom Supplies, Dispensers, Feminine Hygiene, Soap and Soap Dispensers, Toilet Seat Covers, Trash Receptacles					
	Average Discount	54%	46%	66%	71%
Janitorial/Maintenance/Lunchroom Supplies»Carts»Service/Utility»					
	Average Discount	66%	55%	59%	63%
Janitorial/Maintenance/Lunchroom Supplies»Cleaning Supplies»Wipes and Cleaning Cloths»					
	Average Discount	58%	49%	64%	74%
Janitorial/Maintenance/Lunchroom Supplies:Cleaning Supplies, Adhesive Removers, Air Fresheners, Cleaners, Carpet & Floor Maintenance, Detergent, Disinfectants/Degreasers, Drain Cleaners, Etc					
	Average Discount	55%	48%	70%	69%
Janitorial/Maintenance/Lunchroom Supplies,Cleaning Supplies, Brooms,Brushes, Buckets, Wringers, Carts, Caddies, Dusters, Dustpans, Extension Poles, Floor Pads, Mops, Scrubbers,Sponges, Sweepers, Etc.					
	Average Discount	50%	50%	69%	68%
Janitorial/Maintenance/ Lunchroom Supplies»Electrical»Adapters», Cord Covers», Extension Cords»					
	Average Discount	71%	64	74%	60
Janitorial/Maintenance/Lunchroom Supplies»Electrical»Power Strips»					
	Average Discount	67%	65%	64%	72%
Janitorial/Maintenance/ Lunchroom Supplies: Batteries, Flashlights»Heavy-Duty», Lanterns»					
	Average Discount	54%	59%	64%	60%
Janitorial/Maintenance/ Lunchroom Supplies»Food & Beverage,Cups/Mugs/Servers/Plates/Utensils					
	Average Discount	57%	55%	66%	66%
Janitorial/Maintenance & Lunchroom Supplies»Food and Beverage»Supplies/Accessories»					
	Average Discount	53%	50%	68%	70%
Janitorial/Maintenance & Lunchroom Supplies»Gloves: Disposable, Fabric, Latex, Leather, Nitrile-Laminated, PVC, Rubber					
	Average Discount	58%	54%	69%	75%
Janitorial/Maintenance & Lunchroom Supplies»Hand Trucks»Convertible»					
	Average Discount	59%	58%	64%	58%
Janitorial/Maintenance & Lunchroom Supplies»Hand Trucks»Platform»					
	Average Discount	52%	55%	62%	67%
Janitorial/Maintenance & Lunchroom Supplies»Hand Trucks»Two-Wheel»					
	Average Discount	58%	52%	54%	70%
Janitorial/Maintenance/Lunchroom Supplies,Key Control, Key Cabinets, Key Chains, Key Organizers, Wall Rack					
	Average Discount	53%	64%	54%	66%

Group Description		OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
Janitorial/Maintenance/Lunchroom Supplies»Ladders»Aluminum», Fiberglass					
	Average Discount	64%	52%	73%	67%
Janitorial/Maintenance/Lunchroom Supplies»Maintenance,Duct Tape, Masking Tape, Strapping Tape					
	Average Discount	62%	58%	73%	71%
Janitorial/Maintenance/Lunchroom Supplies»Step Stools»Aluminum», Plastic», Rolling», Steel					
	Average Discount	68%	55%	74%	63%
Janitorial/Maintenance/Lunchroom Supplies»Tools» Drills, Hammers, Lubricants, Outdoor Storage Putty Knives,Scrapers,Screwdrivers,Socket,Staple Guns,Tape Measures,Tool Kits,Utility Knives,Blades					
	Average Discount	53%	50%	68%	68%
Janitorial/Maintenance/Lunchroom Supplies»Vacuum Cleaners/Carpet Shampooers, Commercial Vacuums, Filter Bags, Belts, Hand Vacuums, Wet/Dry Vacuums					
	Average Discount	51%	42%	67%	61%
Janitorial/Maintenance/Lunchroom Supplies»Waste Containers»Waste Can Liners»					
	Average Discount	61%	50%	70%	63%
Janitorial/Maintenance/Lunchroom Supplies»Waste Containers, Combustible Material, Dollies, Fiberglass, Fire Resistant/Safe, Outdoor Receptacles, Plastic, Recycling Receptacles, Security					
	Average Discount	61%	58%	64%	54%
Janitorial/Maintenance/Lunchroom Supplies»Well Being, Safety and SecurityFirst Aid/Kits»					
	Average Discount	50%	33%	73%	59%
Labels, Label Makers, Tags & StampsBadges»Badge Holders»					
	Average Discount	60%	59%	71%	67%
ProductsLabels, Label Makers, Tags & StampsBadges»Name Badges»					
	Average Discount	55%	63%	69%	74%
Labels, Label Makers, Tags & StampsLabel Holders»Binder», Shelf/File Cabinet,					
	Average Discount	69%	67%	71%	71%
Labels, Label Makers, Tags & StampsLabel Makers»Personal Computer»					
	Average Discount	48%	55%	69%	68%
Labels, Label Makers, Tags & StampsLabel Makers»Tapes, Labels, Ribbons»					
	Average Discount	56%	55%	67%	66%
Labels, Label Makers, Tags & Stamps/Label Makers Other, AC Adapters, Electronic, Manual Embosser					
	Average Discount	50%	58%	67%	64%
Labels, Label Makers, Tags & StampsLabels»Address/Mailing»					
	Average Discount	82%	65%	62%	78%
Labels, Label Makers, Tags & StampsLabels»File Folder»					
	Average Discount	67%	65%	65%	69%
Labels, Label Makers, Tags & StampsLabels»Media»					
	Average Discount	65%	63%	71%	69%
Labels, Label Makers, Tags & StampsLabels»Multi-Purpose»					
	Average Discount	90%	65%	62%	65%
Labels, Label Makers, Tags & Stamps: Binder, Color-Coding, File Folder, End Tab, Message, Postage Meter, Pricemarker, Seals, Shipping/Packing List					
	Average Discount	65%	59%	72%	70%
Labels, Label Makers, Tags & StampsStamps»Pads and Ink»					
	Average Discount	61%	53%	44%	65%
Labels, Label Makers, Tags & Stamps 1-Color Title/Message Stamps,Daters,Kits, Create-a-Stamp, Numberers,Pricemarkers,Racks and Trays,Specialty Stamps					
	Average Discount	56%	53%	67%	73%

Group Description		OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
Labels, Label Makers, Tags & StampsTags» Attacher Kit,Blank,Claim/Coatroom Check,Fasteners and Wires,Inspection,Inventory,Jewelry, Key,Metal Rim,Price,Repair,Shipping					
	Average Discount	54%	58%	54%	69%
Labels, Label Makers, Tags & StampsTape Flags»Colored»					
	Average Discount	68%	61%	73%	75%
Labels, Label Makers, Tags & StampsTape Flags»Printed Message»					
	Average Discount	68%	61%	73%	64%
Labels, Label Makers, Tags & StampsTape Flags»Other: Arrow», Dispensers», Index Tab»					
	Average Discount	68%	61%	73%	70%
Labels, Label Makers, Tags & StampsTicketsTicket Rolls»					
	Average Discount	56%	61%	54%	73%
Mailroom & Packing MaterialsBoxes, Tubes, Bags: Boxes/Cartons, Mailing Tubes, Paper & Plastic Bags					
	Average Discount	60%	65%	73%	64%
Mailroom & Packing MaterialsCarts and Totes»Other: Mail Carts», Totes»					
	Average Discount	62%	59%	61%	69%
Mailroom & Packing MaterialsEquipment»Paper Folding Machines»					
	Average Discount	54%	56%	73%	62%
Mailroom & Packing MaterialsEquipment»Other: Interoffice Mail Box», Paper Joggers and Collators					
Postal Meter Ink Cartridges», Postal Scales»					
	Average Discount	56%	53%	73%	63%
Mailroom & Packing MaterialsLetter Openers»Other: Electric/Battery Operated», Hand					
	Average Discount	62%	55%	70%	69%
Mailroom & Packing MaterialsMail Bags»Other: Mail Bags», Transit Sacks					
	Average Discount	61%	68%	54%	78%
Mailroom & Packing MaterialsMail Sorters»Sorter Compartment Units»					
	Average Discount	58%	61%	64%	65%
Mailroom & Packing MaterialsMail Sorters»Sorting Stations»					
	Average Discount	61%	59%	60%	65%
Mailroom & Packing MaterialsMoisteners and Stamp Affixers»Other: Moisteners», Stamp Affixers»					
	Average Discount	66%	62%	73%	79%
Mailroom & Packing MaterialsPackaging Tapes and Dispensers»Dispensers»					
	Average Discount	57%	63%	74%	72%
Mailroom & Packing MaterialsPackaging Tapes and Dispensers»Packaging Tapes»					
	Average Discount	74%	57%	74%	62%
Mailroom & Packing MaterialsStretch Film»Other: Dispensers», Stretch Film and Tape»					
	Average Discount	65%	61%	64%	78%
Mailroom & Packing MaterialsWrapping MaterialsCushioning Material»					
	Average Discount	89%	66%	73%	70%
Mailroom & Packing MaterialsWrapping Materials:Corrugated Wrap,Paper Rolls,Cutters,String,Twine					
	Average Discount	89%	60%	73%	60%
Office Equipment & Equipment SuppliesBatteries»General»					
	Average Discount	66%	59%	64%	71%
Office Equipment & Equipment SuppliesBatteries»Reusable					
	Average Discount	63%	58%	64%	75%
Office Equipment & Equipment SuppliesCalculators»Printing»					
	Average Discount	58%	45%	57%	52%
Office Equipment & Equipment SuppliesCalculators»Scientific/Financial/Graphing»					
	Average Discount	49%	43%	59%	53%
Office Equipment & Equipment SuppliesCalculators»Other: Non-Printing», Supplies					
	Average Discount	52%	51%	65%	53%

Group Description		OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
Office Equipment & Equipment SuppliesCameras»Instant Cameras»					
	Average Discount	37%	53%	64%	48%
Office Equipment & Equipment SuppliesCameras»Other2: Digital», Digital Accessories»					
	Average Discount	43%	51%	62%	46%
Office Equipment & Equipment SuppliesDictation Equipment and Supplies»Cassette Recorders»					
	Average Discount	36%	40%	59%	75%
Office Equipment & Equipment SuppliesDictation Equipment and Supplies,Tapes (Cassettes)»					
	Average Discount	55%	51%	64%	67%
Office Equipment & Equipment SuppliesDictation Equipment & Supplies: Accessories, Digital Recorders					
	Average Discount	41%	40%	69%	52%
Office Equipment & Equipment SuppliesFax/Multifunction»Accessories»					
	Average Discount	60%	65%	73%	60%
Office Equipment & Equipment SuppliesFax/Multifunction»Fax/Multifunction Machines»					
	Average Discount	50%	43%	53%	58%
Office Equipment & Equipment SuppliesFax/Multifunction»Fax/Multifunction Machine Supplies»					
	Average Discount	48%	42%	54%	69%
Office Equipment & Equipment SuppliesOffice Environment»Air Cleaners/Filters»					
	Average Discount	56%	47%	64%	60%
ProductsOffice Equipment & Equipment SuppliesOffice Environment»Fans»					
	Average Discount	55%	53%	54%	67%
Office Equipment & Equipment SuppliesPrintwheels»Other: Daisywheels», Type Elements					
	Average Discount	62%	54%		55%
Office Equipment & Equipment SuppliesShredders»Personal/Strip-Cut»					
	Average Discount	63%	62%	73%	56%
ProductsOffice Equipment & Equipment SuppliesShredders»Other: Business/Confetti-Cut», Business/ /Strip-Cut», Personal/Confetti-Cut», Supplies»					
	Average Discount	64%	62%	73%	50%
Office Equipment & Equipment SuppliesTelephone»Address Books»					
	Average Discount	57%	65%	70%	70%
Office Equipment & Equipment SuppliesTelephone»Answering Machines»					
	Average Discount	48%	40%	69%	53%
Office Equipment & Equipment SuppliesTelephone:Accessories, Amplifiers,Cleaners,Headsets,Stands,					
	Average Discount	56%	54%	64%	66%
Office Equipment & Equipment SuppliesTypewritersElectronic»					
	Average Discount	52%	57%	64%	52%
Paper, Envelopes & Mailers»Cards/Card Stock»Business Cards»					
	Average Discount	68%	63%	70%	72%
Paper, Envelopes & Mailers»Cards/Card Stock»Card/Cover Stock»					
	Average Discount	63%	62%	54%	75%
Paper, Envelopes & Mailers»Cards/Card Stock»Postcards»					
	Average Discount	57%	58%	70%	72%
Paper, Envelopes & Mailers»Envelopes»Business/Trade»					
	Average Discount	72%	65%	75%	74%
Paper, Envelopes & Mailers»Envelopes»Catalog»					
	Average Discount	84%	73%	73%	76%
Paper, Envelopes & Mailers»Envelopes»Clasp»					
	Average Discount	84%	73%	73%	74%
Paper, Envelopes & Mailers»Envelopes»Interoffice»					
	Average Discount	87%	73%	73%	73%

Group Description		OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
Paper, Envelopes & Mailers»Envelopes» Airmail, Booklet/Document, Coin/Small Parts», Colored/					
Designs», Expansion, Jumbo, Security/Confidential, String-T					
	Average Discount	62%	67%	73%	73%
Paper, Envelopes & Mailers»Mailers»Air Bubble»					
	Average Discount	92%	71%	73%	74%
Paper, Envelopes & Mailers»Mailers»Padded»					
	Average Discount	97%	69%	73%	70%
Paper, Envelopes & Mailers»Mailers»Other: Envelope/Card», Fiberboard», Media», Plastic», X-Ray					
	Average Discount	65%	67%	73%	73%
Paper, Envelopes & Mailers»Notebooks»Academic/School»					
	Average Discount	77%	67%	73%	75%
Paper, Envelopes & Mailers»Notebooks»Memo Size»					
	Average Discount	77%	68%	73%	71%
Paper, Envelopes & Mailers»Notebooks»Steno»					
	Average Discount	81%	69%	73%	80%
Paper, Envelopes & Mailers»Notebooks»Wirebound»					
	Average Discount	71%	66%	73%	71%
Paper, Envelopes & Mailers»Notebooks»Other: Memo Size», Teacher's», Wireless»					
	Average Discount	70%	68%	73%	74%
Paper, Envelopes & Mailers»Pads»Easel/Flip Chart»					
	Average Discount	69%	66%	72%	72%
Paper, Envelopes & Mailers»Pads»Ruled»					
	Average Discount	86%	71%	73%	79%
Paper, Envelopes & Mailers»Pads»Self-Stick Note»					
	Average Discount	71%	61%	73%	72%
Paper, Envelopes & Mailers»Pads»Other: Cross Section/Quadrille», Data», Scratch»					
	Average Discount	89%	71%	73%	67%
Paper, Envelopes & Mailers»Paper»Colored/Designs»					
	Average Discount	72%	70%	54%	76%
ProductsPaper, Envelopes & Mailers»Paper»Ink Jet, Wide/Mid Format»					
	Average Discount	53%	52%	54%	69%
Paper, Envelopes & Mailers»Paper»Ring Binder»					
	Average Discount	67%	67%	73%	69%
Paper, Envelopes & Mailers»Paper»Other1: Art and Drafting», Banner/Sign», Memo Sheets»					
	Average Discount	55%	53%	66%	75%
Paper, Envelopes & Mailers»Paper»Other2: Computer Printout», Ink Jet», Photo/Design/Transfer»					
	Average Discount	56%	54%	62%	72%
Paper, Envelopes & Mailers»Paper Rolls, Office MachineCalculator/Adding Machine»					
	Average Discount	88%	68%	54%	70%
Paper, Envelopes & Mailers»Paper Rolls, Office MachineCash Register»					
	Average Discount	82%	68%	54%	74%
Paper, Envelopes & Mailers»Paper Rolls, Office MachineOther: ATM/Credit and Debit/Financial», Fax Machine», Med/Lab», Teleprinter», Video Thermal Printer					
	Average Discount	75%	65%	54%	77%
Pens & Desk SuppliesAdhesives»Fasteners»					
	Average Discount	62%	64%	73%	70%
Pens & Desk SuppliesAdhesives»Glue Sticks and Pens»					
	Average Discount	68%	65%	72%	76%
Pens & Desk SuppliesAdhesives»Super Glue»					
	Average Discount	72%	63%	73%	64%

Group Description		OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
Pens & Desk SuppliesAdhesives»Wall Mount Adhesives»					
	Average Discount	67%	64%	73%	71%
Pens & Desk SuppliesAdhesives»: Dry Film/Tape, Glue Guns, Liquid Glue, Rubber Cement, Spray					
	Average Discount	60%	65%	77%	74%
Pens & Desk SuppliesArt, Drawing and Drafting Instruments»Art Markers»					
	Average Discount	70%	66%	84%	72%
Pens & Desk SuppliesArt, Drawing and Drafting Instruments»Colored and Drawing Pencils»					
	Average Discount	64%	67%	82%	69%
Pens & Desk SuppliesArt, Drawing, Drafting, Calligraphy, Compasses, Crayons, Curves, Triangles, Drafting Kits, Leads, Holders, Pointers, Letters, Numbers, etc					
	Average Discount	57%	62%	78%	72%
Pens & Desk SuppliesCall Bell»Desktop Call Bell»					
	Average Discount	72%	61%	73%	70%
Pens & Desk SuppliesClipboards»Other: Arch Files», Forms Holders»					
	Average Discount	61%	66%	74%	70%
Pens & Desk SuppliesClips and Clamps»Binder Clips»					
	Average Discount	75%	64%	67%	84%
Pens & Desk SuppliesClips and Clamps»Paper Clips					
	Average Discount	61%	62%	71%	75%
Pens & Desk SuppliesClips and Clamps»: Banker's Clasps», Book Rings», Hooks», Magnetic Clips»					
	Average Discount	61%	64%	72%	77%
Pens & Desk SuppliesCopyholders»Desktop»					
	Average Discount	65%	63%	73%	67%
Pens & Desk SuppliesCorrection Fluids and Tape»Fluids and Pens»					
	Average Discount	73%	66%	89%	71%
Pens & Desk SuppliesCorrection Fluids and Tape»Tape and Film»					
	Average Discount	67%	64%	82%	71%
Pens & Desk SuppliesDesk Accessories»Desk Trays»					
	Average Discount	67%	59%	70%	70%
Pens & Desk SuppliesDesk Accessories»Sorter Racks and Trays»					
	Average Discount	58%	60%	70%	74%
Pens & Desk SuppliesDesk Accessories: Book Racks, Stands, Bookends, Business Card/Paper Clip Holders, Desk Pads, Desktop Organizers, Drawer Organizers, Memo Sheet Holders					
	Average Discount	63%	60%	68%	73%
Pens & Desk SuppliesErasers»Caps»					
	Average Discount	82%	66%	81%	70%
Pens & Desk SuppliesErasers»Pen/Pencil»					
	Average Discount	62%	61%	89%	76%
Pens & Desk SuppliesErasers»Electric/Battery Operated»					
	Average Discount	27%	48%	74%	74%
Pens & Desk SuppliesErasers»Pencil-Style»					
	Average Discount	67%	66%	89%	83%
Pens & Desk SuppliesHighlighters»Big- Barrel»					
	Average Discount	69%			
Pens & Desk SuppliesHighlighters»Pen-Style»					
	Average Discount	66%	63%	89%	70%
Pens & Desk SuppliesHighlighters»Tape					
	Average Discount	62%	66%	74%	75%

Group Description		OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
Pens & Desk SuppliesMagnifiers»Other: Handheld», Illuminated»					
	Average Discount	67%	67%	69%	74%
Pens & Desk SuppliesMarkers»Dry-Erase»					
	Average Discount	59%	64%	82%	73%
Pens & Desk SuppliesMarkers»Flipchart»					
	Average Discount	66%	65%	89%	61%
Pens & Desk SuppliesMarkers»Industrial/Specialty»					
	Average Discount	65%	66%	89%	68%
Pens & Desk SuppliesMarkers»Overhead Transparency»					
	Average Discount	61%	66%	89%	73%
Pens & Desk SuppliesMarkers»Permanent»					
	Average Discount	70%	64%	83%	74%
Pens & Desk SuppliesPaper Handling Helps»Finger Pads»					
	Average Discount	76%	67%	69%	68%
Pens & Desk SuppliesPaper Handling Helps»Fingertip Moisteners					
	Average Discount	70%	66%	73%	60%
Pens & Desk SuppliesPencil Sharpeners»Electric/Battery Operated»					
	Average Discount	65%	59%	76%	69%
Pens & Desk SuppliesPencil Sharpeners»Manual					
	Average Discount	74%	60%	79%	73%
Pens & Desk SuppliesPencils,Lead & Eraser Refills					
	Average Discount	56%	62%	89%	75%
Pens & Desk SuppliesPencils,Mechanical Pencils					
	Average Discount	69%	64%	85%	74%
Pens & Desk SuppliesPencils»Woodcase Pencils»					
	Average Discount	78%	67%	84%	79%
Pens & Desk SuppliesPencils: Golf and Pew Pencils», Marker Pencils», Pencil Box», Pencil Grips»					
	Average Discount	60%	62%	84%	72%
Pens & Desk SuppliesPens»Ballpoints»					
	Average Discount	61%	63%	87%	70%
Pens & Desk SuppliesPens»Counter Pens»					
	Average Discount	78%	65%	79%	68%
Pens & Desk SuppliesPens»Pen/Pencil Combos»					
	Average Discount	56%	62%	89%	73%
Pens & Desk SuppliesPens»Porous Point Pens»					
	Average Discount	72%	62%	89%	69%
ProductsPens & Desk SuppliesPens»Refills»					
	Average Discount	56%	63%	87%	73%
Pens & Desk SuppliesPens»Roller Ball Pens»					
	Average Discount	59%	65%	86%	72%
Pens & Desk SuppliesPens»Roller Ball, Gel»					
	Average Discount	62%	62%	86%	71%
ProductsPens & Desk SuppliesPens» Ballpoint Pen & Pencil Sets, Desk Sets, Replacement Pens					
Fountain Pens, Hanging Pens, Multi-function Pens, Pocket Protector					
	Average Discount	52%	62%	84%	73%
Pens & Desk SuppliesPunches»Electric»					
	Average Discount	60%	62%	70%	66%
Pens & Desk SuppliesPunches»Multi-Hole/Adjustable»					
	Average Discount	58%	59%	72%	63%

Group Description		OFFICE MAX/ BOISE	CORPORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
Pens & Desk SuppliesPunches»Other: 1-Hole», 2-Hole», Paper Drill», Slot Hole»					
	Average Discount	53%	59%	69%	67%
Pens & Desk SuppliesRubber Bands»Rubber Bands					
	Average Discount	75%	67%	73%	79%
Pens & Desk SuppliesRulers»Data Rulers», Rulers», Yardsticks					
	Average Discount	71%	64%	69%	70%
Pens & Desk SuppliesScissors»Child's Scissors», Scissors, Shears and Trimmers», Snips»					
	Average Discount	87%	64%	74%	73%
Pens & Desk SuppliesStaplers and Staples»Desktop, Heavy Duty»					
	Average Discount	77%	63%	69%	78%
Pens & Desk SuppliesStaplers and Staples»Desktop, Light Duty»					
	Average Discount	69%	61%	67%	73%
Pens & Desk SuppliesStaplers and Staples»Electric/Battery Operated»					
	Average Discount	60%	59%	69%	63%
Pens & Desk SuppliesStaplers and Staples»Staples»					
	Average Discount	67%	63%	65%	76%
Pens & Desk SuppliesStaplers and Staples»Other: Clipper and Plier Staplers», Handheld, Light Duty Staple Removers», Upright, Desktop/Handheld					
	Average Discount	58%	62%	69%	71%
Pens & Desk SuppliesTapes and Dispensers»Office Tapes»					
	Average Discount	56%	58%	73%	72%
Pens & Desk SuppliesTapes and Dispensers»Tape Dispensers»					
	Average Discount	68%	61%	72%	75%
Pens & Desk SuppliesTrimming Boards»Other: Paper Cutters»					
	Average Discount	60%	56%	73%	65%
Presentations & Meeting Supplies»Audio Visual»Carts»					
	Average Discount	59%	56%	69%	60%
Presentations & Meeting Supplies»Audio Visual»Laser Pointers»					
	Average Discount	65%			
Presentations & Meeting Supplies»Audio Visual»Projection Lamps»					
	Average Discount	54%	51%	69%	66%
Presentations & Meeting Supplies»Audio Visual»Slide Projectors»					
	Average Discount	47%	41%	73%	76%
Presentations & Meeting Supplies»Audio Visual»Transparency Film, Frames, Protectors»					
	Average Discount	61%	46%	67%	67%
Presentations & Meeting Supplies»Audio Visual»Videotape/Accessories»					
	Average Discount	53%	52%	73%	62%
Presentations & Meeting Supplies»Audio Visual Accessories, Audio Equipment, Camcorders, CD Recorders, DVD/CD Players, Multimedia Projectors, Overhead Projectors, Pointers, Power Strip, Screens, Slide Holders, Television/VCR Mount					
	Average Discount	40%	41%	64%	65%
Presentations & Meeting Supplies»Boards/Presentation»Bulletin/Accessories»					
	Average Discount	64%	59%	64%	67%
Presentations & Meeting Supplies»Boards/Presentation»Chalk/Accessories»					
	Average Discount	59%	63%	73%	66%
Presentations & Meeting Supplies»Boards/Presentation»Dry Erase/Accessories»					
	Average Discount	56%	59%	76%	62%
Presentations & Meeting Supplies»Boards/Presentation»Easel»					
	Average Discount	64%	57%	62%	61%

Group Description		OFFICE MAX/ BOISE	COPRORATE EXPRESS	OFFICE DEPOT	THE SUPPLY ROOM
Presentations & Meeting Supplies»Boards/Presentation»Message/Accessories»					
	Average Discount	63%	58%	54%	66%
Presentations & Meeting Supplies»Boards/Presentation»Other: In/Out», Presentation»					
	Average Discount	55%	62%	70%	60%
Presentations & Meeting Supplies»Easel»Stands					
	Average Discount	72%	60%	54%	66%
Presentations & Meeting Supplies»Laminators»Desktop»					
	Average Discount	59%	61%	73%	48%
Presentations & Meeting Supplies»Laminators»Laminating Pouches»					
	Average Discount	65%	61%	69%	58%
Presentations & Meeting Supplies»Laminators»Other: Accessories», Self-Adhesive Sheets»					
	Average Discount	56%	61%	69%	52%
Presentations & Meeting Supplies»Lecterns»Other: With Amplification», Without Amplification»					
	Average Discount	54%	50%	73%	59%
Presentations & Meeting Supplies»: AV Stands», Cabinets and Carts», PA Systems					
	Average Discount	53%	52%	69%	59%
Supplies Calculator					
	Average Discount	71%	62%	64%	76%
Supplies Cash Register					
	Average Discount	65%	59%	57%	78%
Supplies Fax					
	Average Discount	58%	48%	52%	71%
Supplies Typewriter					
	Average Discount	59%	51%	73%	66%
Supplies Video Printer					
	Average Discount	62%	68%		73%
Binders & Binding Supplies»Binders»Data»					
	Average Discount	45%	67%	73%	65%
Binders & Binding Supplies»Binders»Photo Album»					
	Average Discount	59%	63%	73%	58%

AVERAGE DISCOUNT SCHEDULE TONER

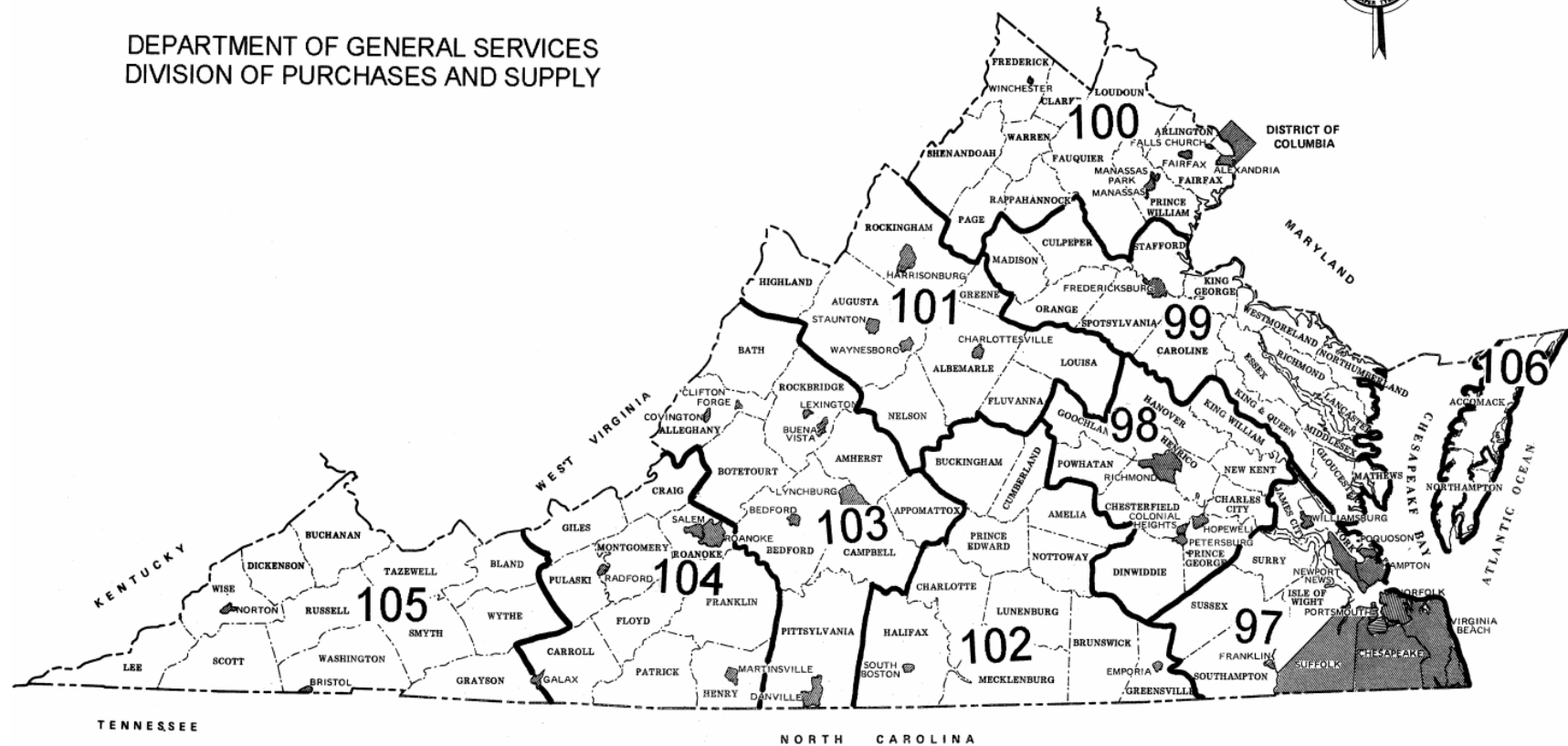
(Actual discounts by group and manufacture can be viewed on the DPS web site)

Group Description	OFFICE MAX/ BOISE	CORPORATE EXPRESS	THE SUPPLY ROOM
Computer Hardware, Supplies/Data Storage/Printer Supplies/Accessories Ink jet supplies/cartridges			
AVERAGE DISCOUNT	44%	41%	51%
Computer Hardware, Supplies & Data Storage Printer Supplies/Accessories Laser Supplies/Toner			
AVERAGE DISCOUNT	39%	35%	49%
Office Equipment & Equipment Supplies Copiers Toner/Developer			
AVERAGE DISCOUNT	44%	44%	57%
Supplies Copier			
AVERAGE DISCOUNT	49%	48%	51%
Supplies Printer, Ink Jet Printer,			
AVERAGE DISCOUNT	38%	41%	49%
Supplies Printer, Laser Printer			
AVERAGE DISCOUNT	42%	34%	56%
Supplies Printer, Dot Matrix Printer			
AVERAGE DISCOUNT	52%	47%	55%
Computer Hardware, Supplies & Data Storage Cleaning Supplies/Computer: Drive/Head, keyboard/mouse, media (CD/Diskette/Optical) Printer/fax/ Surface Cleaner, vacuums			
AVERAGE DISCOUNT	27%	32%	55%
Computer Hardware, Supplies & Data Storage Printer Supplies/Accessories: Impact Printer, Accessories Interface Cards, Thermal Transfer/Solid Ink Printer Supplies			
AVERAGE DISCOUNT	42%	42%	52%
Office Equipment & Equipment Supplies Fax/Multifunction Machine Supplies			
AVERAGE DISCOUNT	46%	37%	54%
Supplies Calculator			
AVERAGE DISCOUNT	44%	41%	53%
Supplies Cash Register Cash			
AVERAGE DISCOUNT	46%	29%	54%
Supplies Fax			
AVERAGE DISCOUNT	50%	51%	57%

COMMONWEALTH OF VIRGINIA

DELIVERY ZONES

DEPARTMENT OF GENERAL SERVICES
DIVISION OF PURCHASES AND SUPPLY



Alphabetical Listing of Counties and Independent Cities

Municipality	Zone	Municipality	Zone	Municipality	Zone
Accomack	106	Franklin City	97	Orange	99
Appomattox	103	Frederick	100	Page	100
Albemarle	101	Fredericksburg	99	Patrick	104
Alexandria	100	Galax City	105	Pittsylvania	103
Alleghany	103	Giles	104	Poquoson	97
Amelia	102	Gloucester	97	Portsmouth	97
Amherst	103	Goochland	98	Powhatan	98
Appomattox	103	Grayson	105	Prince Edward	102
Arlington	100	Greene	101	Prince George	98
Augusta	101	Greensville	102	Prince William	100
Bath	103	Halifax	102	Pulaski	104
Bedford	103	Hampton	97	Radford City	104
Bedford City	103	Hanover	98	Rappahannock	100
Bland	105	Henrico	98	Richmond	98
Botetourt	103	Henry	104	Richmond County	99
Bristol City	105	Highland	101	Rick	102
Brunswick	102	Isle of Wight	97	Roanoke	104
Buch City	105	James City	97	Roanoke City	104
Buchanan	105	King and Queen	99	Rockbridge	103
Brunswick	102	King George	99	Rockingham	101
Buckingham	102	King William	98	Russell	105
Buena Vista City	103	Lancaster	99	Salem City	104
Campbell	103	Lee	105	Scott	105
Caroline	99	Loudoun	100	Shenandoah	100
Carroll	104	Louisa	101	Smyth	105
Charles City	98	Lunenburg	102	Southampton	97
Charlotte	102	Lynchburg	98	Spotsylvania	99
Chesapeake	97	Lynchburg City	103	Stafford	99
Chesterfield	98	Madison	99	Suffolk	97
Clarke	100	Martinsville City	104	Surry	97
Craig	104	Mathews	97	Sussex	97
Culpepper	99	Mecklenburg	102	Tazewell	105
Cumberland	102	Middlesex	97	Virginia Beach	97
Danville City	103	Montgomery	104	Warren	100
Dickenson	105	Nelson	101	Washington	105
Dinwiddie	98	New Kent	98	Waynesboro	101
Essex	99	Newport News	97	Westmoreland	99
Fairfax	100	Norfolk	97	Williamsburg	97
Falls Church	100	Northampton	106	Winchester	100
Fauquier	100	Northumberland	99	Wise	105
Floyd	104	Norton City 29	105	Wythe	105
Fluvanna	101	Nottoway	102		